

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 24, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Fewell, Supervisor Schadewald, Supervisor Jamir, Supervisor Steffen
Excused: Supervisor De Wane
Also Present: Supervisor Lund, Chad Weininger, Brent Miller, Kevin Raye, Mary Reinhard, Chuck Mahlik, Maria Lasecki, Kevin Kuehn

- I. **Call to Order.**
The meeting was called to order by Steve Fewell at 5:03 p.m.

II. **Approve/Modify Agenda.**

The agenda was modified to move Item 12 to follow Comments from the Public.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of March 27, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. **Review Minutes of:**
a. **(None).**

Although shown in the proper format here, Item 12 was taken at this time.

Communications

2. **Communication from Supervisor Hoyer re: Explore and report on opportunity for Brown County employees to be offered a "Plus One" insurance option in preparation for 2015 Budget. *Referred from April County Board.***

Human Resources Director Brent Miller stated that he had talked with Supervisor Hoyer on this and it was noted that several options are being looked at and one of them is the Plus One insurance option as stated in the communication.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to take under advisement and have staff look at Plus One when reviewing insurance options for 2015. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

3. **Monthly Report for March, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

4. **Agency Director Summary for April, 2014.**

In addition to the Agency Director Summary contained in the agenda packet, Lasecki reported that the SPSK grant is keeping her department busy and she has been receiving very good feedback. Both the Commissioner and the Secretary are excited about this project and are looking at rolling out the program statewide.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

5. **Budget Status Financial Report for December, 2013 (Unaudited).**

Supervisor Schadewald stated that the salaries are different than the budget in the report provided to the Committee. Miller indicated that this was due to several positions that were budgeted for but were vacant for a period of time. Miller stated that he does not see any reason why Human Resources would be over budget at the end of the year. He also noted that the budget report that was included in the budget packet was for the end of 2013.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Human Resources Activity Report for March, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Director's Report.**

Miller reported that for the first time in 18 months, all positions in Human Resources are filled. They will be bringing on an analyst as well as an employee services manager in the very near future.

With regard to contract negotiations, Miller stated that they have had bargaining sessions with the sanitarians and the CTC registered nurses but as of this time there is no agreement. He also noted that the electrician's union will be meeting soon. All other unions have collective bargaining agreement settlements.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

8. **Budget Adjustment Request #14-34: Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment is for the establishment of a cost center, to be called the Brown County Community Area Networks and is to provide connectivity opportunities for local non-profit entities such as school districts, municipalities, etc. and connectivity considerations for local telecom providers. The goals of this unit are to recover project costs and establish cash reserves for expansion, maintenance and replacement costs.

Schadewald indicated he has read this budget adjustment and asked for clarification of the figures on the adjustment. Network Support Manager Kevin Raye indicated that the figures represent the debits and credits for the establishment of the fund. He explained that the County has put \$3.7 million dollars into a fiber network across Brown County over a number of years. It is now the County's intention to let other entities rent loose fibers in this network. In order to finance this, a fund will be created and lease payments for the loose fibers will be put into the fund and then those funds will be used to cover the costs of hooking up to the fibers as well as for long term maintenance costs.

Schadewald asked for further explanation of the intergovernmental charges shown on the adjustment. Raye explained that is for the hookup fee. The cash flow of the different partners which shows where the dollars are coming from is outlined in the Plan that was attached to the agenda packet. Raye indicated that as of this time there is a lease with the Howard Suamico School District but they are also looking at entering into a lease with NWTC and possibly the Green Bay School District and the WI University system. Raye continued that there is a vendor on hand with a five year contract in place. The vendor is a Green Bay firm, MC & E, and they are the engineers of the project as well as the project manager.

Fewell asked if there is a different rate for schools as there is for commercial vendors. Raye indicated that that was the case but noted that Brown County is not out to recruit business but rather, these non-profits are approaching the County and Brown County is charging only what the County's costs are.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

9. **Resolution to Establish the Brown County Community Area Network.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Department of Administration

10. **Budget Status Financial Report for February, 2014.**

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **2014 Budget Adjustment Log.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Resolution re: 2013 Budget Overdraft and Shortfall Appropriations.**

Director of Administration Chad Weininger and Neville Public Museum Governing Board Chairman Kevin Kuehn addressed the Committee. Weininger indicated that there are overdrafts and shortfalls in the following areas: Clerk of Courts, Museum, Treasurer and Human Services.

Weininger explained that the Clerk of Courts appropriation is in the amount of \$342,446 and is a result of revenue shortfalls regarding guardian ad litem fees. He explained that this issue has been addressed and noted that the billing process has been modified in that parties will now have only 60 days to bill for guardian ad litem fees and will be limited to collecting only the amount that is actually on deposit.

With regard to the Museum, Weininger explained that the appropriation is \$48,812. Kevin Kuehn thanked the Committee for the opportunity to address them and noted that the Museum revenues of \$77,000 were recognized as admission and photo sales. He also noted that security and exhibit costs were overspent by \$24,000. He noted that the former Museum Director did not budget enough for security during the video arcade exhibit. Kuehn continued that some of these budgeted figures were extremely optimistic and not based on a five year trend but noted that the current Interim Director has done an excellent job in evaluating where the Museum is currently at and Kuehn felt the Museum would be on budget this year. The Packer Hall of Fame exhibit is expected to do very well and Kuehn noted that they are halfway through with categorizing the collection of newspaper photos. They have had discussions with a local vendor on partnering with sales and Kuehn anticipates good revenues from this.

Supervisor Steffen asked if Kuehn felt that the budget process will be more in line with realistic expectations under the Interim Director. Kuehn responded that Interim Director Beth Lemke comes to the Museum with great administrative skills and brings a lot of talent to the table. He felt that Lemke thoroughly understands the budget and also understands what both the Ed and Rec Committee and County Executive expect of her.

Jamir asked about the \$24,000 referenced earlier as being overspent on security and exhibit costs. Kuehn explained that the security was not anticipated for some reason and he explained that the governing committee does not participate in the budget process and therefore was not involved. Kuehn stated that the attendance over the summer months was grossly underestimated and security was inadequate. Security needed to be provided in light of the fact that the video game collection was a private collection. He noted that this exhibit was very popular and was a benefit to the Museum and the community. He felt that the previous administrator did not look at what additional expenses would be incurred with this type of exhibit.

When Jamir asked what changes have been made so that this same issue does not arise with regard to the Packer Hall of Fame exhibit, Kuehn responded that they are appropriately staffed for the exhibit. He also noted that the Hall of Fame exhibit is on the first floor which makes security a little easier. Kuehn also credited Lemke with many creative marketing ideas for the Hall of Fame exhibit and expected to see more gate revenue due to this exhibit, especially since it is interactive in nature.

Fewell noted that additional dollars were allocated to the Museum to allow them to come up with a model to try to shift the Museum to more of a public/private venture. Kuehn acknowledged that \$90,000 was allocated for this and so far \$20,000 has been spent on the study.

The next area for which an appropriation is necessary is the Treasurer and the amount of the appropriation is \$1,709,036. This is a result of a shortfall on interest and penalties on delinquencies as well as an investment shortfall of \$908,000. Weininger noted that of the investment shortfall, \$730,000 was recognized due to market valuation adjustments which would only be realized if the bonds would be sold prior to maturity. The shortfalls were partially offset by savings in expenses of approximately \$55,000. Weininger noted that the 2014 budget has been corrected and the County Board did vote to lower the amount of interest coming in so this year's numbers should look much better.

Schadewald stated that it appeared that all departments provide budget status financial reports to the oversight committees so none of these appropriations should come as a big surprise. Fewell noted that these appropriations used to be done internally and the committees did not have the opportunity to review them. He felt that the way this is handled now is a more honest way and he appreciates this coming before the Committee.

The final department that requires an appropriation is Human Services and the amount of such appropriation is \$1,844,041. It was noted that CTC had a shortfall of over \$2 million dollars in revenue due to both lower counts at the CTC and the Community Treatment Program being handled at the Nicolet Psychiatric Center as well as an unfavorable client payer mix in the nursing home. Additionally, \$679,000 was incurred due to the wage and hour claim. The shortfalls were partially offset by savings of \$730,000 due to vacancies, \$56,000 in intra-county expenses and \$48,000 in temporary replacement help.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to approve and send to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Pay for Performance. *Held for one month.*

Fewell stated that this item should remain on the agenda to give Supervisor Schadewald an opportunity to review the information he has just been provided.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk, Treasurer – No agenda items.

Other

15. Audit of bills.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Adjourn.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to adjourn at 5:52 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary